

**ADVANCED CIVIL MEDIATION TRAINING PROGRAM
APPLICATION FOR SUPREME COURT CERTIFICATION**

**NOTICE to APPLICANT: Applicants should refer to Advanced Civil Mediation Training Standards when completing this form.

Please print

PROGRAM INFORMATION	
Program Name:	
Program Date:	
Program Site:	
Sponsor Name:	
Address of Sponsor:	
Zip code	
Contact Person (if different than above):	
Telephone: ()	Fax: ()
E-Mail Address:	

FACILITATOR INFORMATION	
PRIMARY TRAINER(S)	ASSISTANT TRAINER(S)

Has each trainer submitted a mediation trainer application to the Commission for Continuing Legal Education?
_____ Yes _____ No

Maximum number of participants per training program _____

Will each participant complete at least two (2) role plays? _____ Yes _____ No

Will each primary trainer and/or assistant trainer view no more than three (3) role plays simultaneously?
_____ Yes _____ No

What procedure will be instituted to ensure that participants attend the entire session?

Teaching techniques utilized during training programs will include (please check all which apply):

☐ lecture
 ☐ group discussion
 ☐ readings
☐ written exercises
 ☐ mediation simulation
☐ other _____

AGENDA SUMMARY

Refer to your agenda to indicate the instruction hours provided in distinct lectures and exercises for the following topics:

Hours	Topics
	Indiana ADR Rule 1-6 and Case Law update ***Who will teach this subject: ***Indiana lawyer in good standing? ____ Yes ____ No Attorney number _____
	Indiana ADR Rule 7 ***Who will teach this subject: ***Indiana lawyer in good standing? ____ Yes ____ No Attorney number _____

Please verify that the following topics will be included in the discussion by initialing:

Initial	Topics
	Conflicts of interest
	Confidentiality and exclusions
	Reviewing the agreement
	Control and decorum in the mediation session
	Maintaining impartiality
	Ethical issues
	Standards recommended by national associations
	Liability
	Power Balancing
	Addressing cultural differences between the parties

The following topics from the Basic 40-hour course must be reviewed:

Lawyers and Litigation	
Minutes	Focus Topics
	Role of litigants' lawyers in the mediation
	Attorney-client relationships
	Establishing credibility with lawyers
	Attorney fees issues
	Dealing with legal issues
	Private sessions with lawyers
	Malpractice concerns
	Discovery issues
	Difference between court-ordered and voluntary mediation
	Local mediation procedures
	Trial court rules and procedures
	Referral criteria -- e.g., to accountants, appraisers, etc.

Dynamics of Mediation	
Minutes	Focus Topics
	Dealing with institutional litigants
	Complexity of litigation
	Context/environment for which the case is proceeding to mediation
	Community resources
	Referral processes
	When to refer/for what purposes
	Most common types of referrals

Other	
Minutes	Focus Topics

Total number of role play minutes reflected on agenda: _____

Total number of training minutes reflected on agenda : _____

Total time taken for breaks during the training course: _____

Total number of actual training and instruction hours (including the role plays) : _____

Additional comments on proposed training program (optional):

CHECKLIST The following materials must accompany your application for certification	
	Complete program agenda, including the time allotted and instructor assigned for each topic/segment
	Bibliography of required readings
	Summary of course materials
	Copy of evaluation form to be used by participants
	Completed Mediation Trainer Application (if not on file with the Commission office) for each primary and assistant trainer.

VERIFICATION OF APPLICATION

I hereby certify that the application submitted for Supreme Court certification as an advanced civil mediation training program contains accurate and complete information to the best of my knowledge.

Date

Signature of Training Program Sponsor